



SAMPLE OF PUBLIC ADVERTISEMENT

Utilizing PennBid drastically reduces the advertising costs for public bids and solicitations, along with lowering costs associated with onsite bid opening, by an average of 50-75%.

Per PA Procurement Code (and to varying degrees, other governmental agency regulations) print ads must contain:

- Municipality Name and Title of Solicitation
- Bid Due Date and Time
- When and Where Details are Available
- Security

PennBid designed two sample public advertisements to assist clients.

Note: The advertisements offered cover the needs of most PennBid Users and agencies; however, some funding sources require additional information. Final advertisement should be approved by solicitor.



Advertisement for Virtual Bid Opening

Public Notice

[CLIENT NAME] will receive sealed bids online for [PROJECT/SOLICITATION NAME] until [DUE DATE] at [DUE TIME] at which time they shall be opened online and publicly posted via PennBid. All documents and solicitation details are available at no cost on PennBid – www.PennBid.net.

USE IF NEEDED A [mandatory] pre-bid meeting will be held at [TIME OF DAY] on [DATE] at [LOCATION].

All bidders must submit bid security in the amount of [XX%].

[CLIENT NAME] reserves the right to reject any and all bids and to accept the bid which is in the best interest of the borough.

[ADD SIGNATURE & TITLE]

Note: Applicable to several solicitation types (ex. Roadway Paving, Chemicals, Waterline Installation, Engineering Services)



Advertisement for Traditional (On Site) Bid Opening

Public Notice

[CLIENT NAME] will receive sealed bids online via PennBid for [PROJECT/SOLICITATION NAME] until [DUE DATE] at [DUE TIME] at which time they shall be publicly opened and read aloud at [DESCRIPTOR & ADDRESS OF BID OPENING MEETING]. All documents and solicitation details are available at no cost on PennBid – www.PennBid.net.

USE IF NEEDED A [mandatory] pre-bid meeting will be held at [TIME OF DAY] on [DATE] at [LOCATION].

All bidders must submit bid security in the amount of [XX%].

[CLIENT NAME] reserves the right to reject any and all bids and to accept the bid which is in the best interest of the borough.

[ADD SIGNATURE & TITLE]

Note: Applicable to several solicitation types (ex. Roadway Paving, Chemicals, Waterline Installation, Engineering Services)